TYPING PROFESSOR

for your Commodore 64 and Plus/4

commodore
COMPUTERS

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Typing Professor

DESCRIPTION OF THE PROGRAM

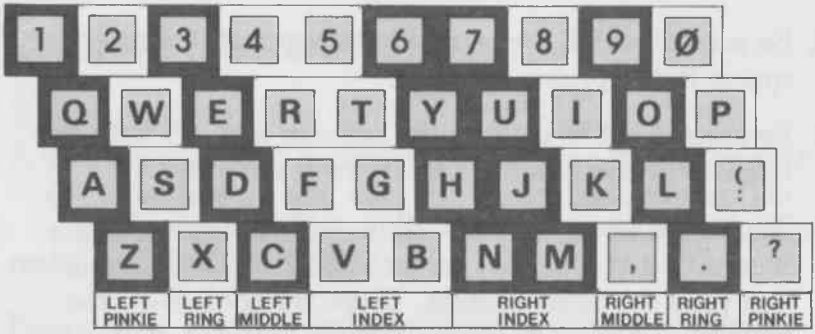
Typing Professor is a fun instructional program which teaches the basics of touch typing. Because Typing Professor's nineteen practice exercises increase in difficulty, beginners, as well as those interested in improving their typing skills, benefit from this program.

By following simple on-screen instructions and practicing various exercises, typing students learn the location of keys on their computer and correct finger placement. Typing speed also increases as a result of the practice drills provided. To encourage accuracy, the typing student is informed immediately of any errors. Along with informing the learner of the number of errors made, Typing Professor also records the percentage of errors and the typing speed. (Typing speed is tracked and recorded in two of the nineteen exercises.) Typing Professor also helps determine where more practice is needed and encourages review of any weak skill area. This saves both time and energy on the learner's part.

So whether you are a beginner who knows very little about typing, or an advanced student, who just wants some more practice with typing, let's start on a journey through the world of typing, with Typing Professor.

TYPING AND CORRECT FINGERING

Here is a chart showing the fingers of your hands and the keys that each finger is responsible for typing. The chart shows the easiest and most efficient use of all your fingers. To avoid confusion and inefficiency, try to use correct finger placement. Keep your eyes on the screen at all times, and do not peek at your hands when typing.



NOTES

1. Typing Professor is designed to teach you touch typing. This means that you should type ENTIRELY by touch —NOT by looking at your fingers!

   Looking at your fingers slows you down and tends to increase your error rate. In order to touch type, you must look only at the material you want typed. Looking back and forth from your fingers to the typing material will cause you to lose your place or decrease your typing speed. If you NEVER take your eyes off the typing material, you have less chance of getting lost.

2. Be sure to watch for capital letters, punctuation, and spaces in the typing exercises.

3. Be careful not to confuse the number zero (0) with the letter O or the number one (1) with the letter l.

4. Typing Professor does not allow shifted spaces. This means that you cannot have the **SHIFT LOCK** on when you press the **SPACE BAR**. If you do hold down the **SHIFT** and press the **SPACE BAR** it will be counted as an error. It is important to remember this when you are typing something in capital letters.

5. It is a good idea to say each letter as you type it. This reinforces the skills you are learning.

POWER UP INSTRUCTIONS

1. Be sure your Commodore computer is turned OFF.
2. Connect your TV or monitor to your Commodore computer.
3. Connect the disk drive to the computer.
4. Plug in the TV or monitor, the disk drive, and the computer.
5. Turn **ON** your TV or monitor.
6. Turn **ON** your disk drive.
7. Turn **ON** your computer.

LOADING INSTRUCTIONS

1. Open the disk drive door.
2. Insert the Typing Professor disk into the disk drive with the label side up and the label facing toward you. Do not touch the exposed, shiny part of the disk as this may damage it.

Please note: The disk included in your Typing Professor package is a double-sided disk. One side is to be used with Commodore 64 computers and the other side is to be used with Commodore Plus/4 computers. Be sure to use the appropriate side of the disk for your specific computer.

3. Close the disk drive door.
4. On the keyboard type: LOAD "0:*",8,1 **RETURN** (Note: **RETURN** always means to press the **RETURN** key.)

5. The computer will respond with:

READY.
LOAD"0:*",8,1

SEARCHING FOR 0:*
LOADING

If the program or any lesson does not load within a minute or two, or if at any time the program freezes and will not accept any keys you press, follow these steps:

1. Remove the disk from the disk drive.
2. Turn **OFF** your computer and then turn it **ON** again.
3. Put the disk back in the drive.
4. Load the disk again by typing:

LOAD"0:*",8,1 **RETURN**

HOW TO USE THE PROGRAM

To use this program, it is essential that you follow the directions given on the screen. These directions make Typing Professor easy to use since everything you need to know is always right in front of you.

Getting Started

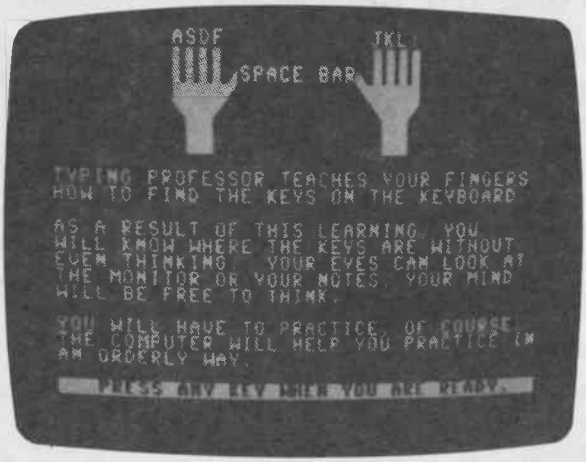
Once you have powered up your Commodore computer and loaded Typing Professor, you are ready to begin. After the program has loaded, a title screen appears. Soon the screen blanks, and after a few minutes, the program asks you if you need instructions.

If this is your first time using the program or if you have forgotten what to do, it is a good idea to read the on-screen instructions. You can discover more information about how to use this program (in addition to the information in this manual), find out where to place your fingers on the keyboard, and learn other valuable information about typing in general. If instructions are desired, type **Y** for yes; if not, type **N** for no.

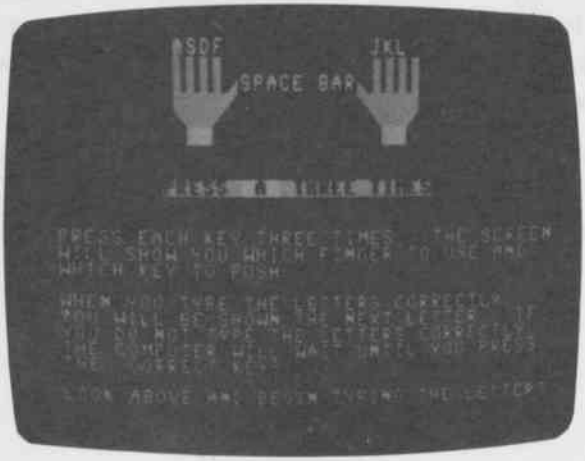
The Instructions

There is a lot of valuable information in the instructions. Press any key on your Commodore computer to move through the instruction screens.

Please note: Be very careful not to touch your keyboard until you are done reading each screen, otherwise, that information may clear and a new page of instructions will appear.



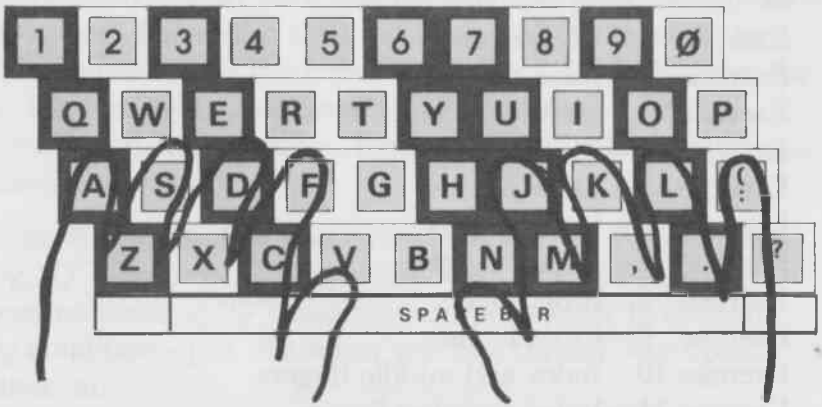
One of the instruction screens is an exercise showing where to place your fingers on the keyboard. Two hands appear at the top of the screen. You see above each finger, the letter on which that finger should be placed. For example, above the little finger of the left hand "A" is seen. Place your fingers on the keyboard following this screen illustration.



Note: This is the only place that we encourage you to look at your keyboard.

These are the "home row keys" (a s d f j k l :). When your fingers are on these keys, you are said to be in the "home row position." Anytime your fingers are not working, they should be in their home row positions. It may be a good idea to place tape over the keys "f" and "j" to remind you where to place your fingers.

HOME ROW POSITIONS



Following the instructions described above, you must press each home row key three times using the appropriate finger. Remember, always keep your fingers on the home row keys unless they are typing another key. A letter above a finger flashes, cueing you to press that key with that finger. Once the key has been pressed three times, the next letter flashes. The computer does not permit you to go to the next letter until the CORRECT one has been typed three times.

NOTE: There is only one instruction screen that allows you to type more than one letter before the screen clears; therefore, read each instruction screen completely before touching anything on your keyboard. At the bottom of each screen are directions about what to do next: press any key to continue or type each home row key three times.

Exercise Table of Contents

After you have completed the instructions, the disk drive loads more information into your Commodore computer. After a while, the first exercise screen appears. The following is a list of the exercises in this program and their contents:

Exercise 1 – All fingers
Exercise 2 – Index fingers
Exercise 3 – Middle fingers
Exercise 4 – Ring fingers
Exercise 5 – Little fingers
Exercise 6 – Index fingers
Exercise 7 – Middle fingers
Exercise 8 – Ring fingers
Exercise 9 – Little fingers
Exercise 10 – Index and middle fingers
Exercise 11 – Index and ring fingers
Exercise 12 – Index and little fingers
Exercise 13 – Middle and ring fingers
Exercise 14 – Middle and little fingers
Exercise 15 – Little and ring fingers
Exercise 16 – All fingers (word drills only)
Exercise 17 – All fingers (same word drills as Exercise 16, but speed is counted)
Exercise 18 – All fingers (sentence drills only)
Exercise 19 – All fingers (same sentence drills as Exercise 18, but speed is counted)

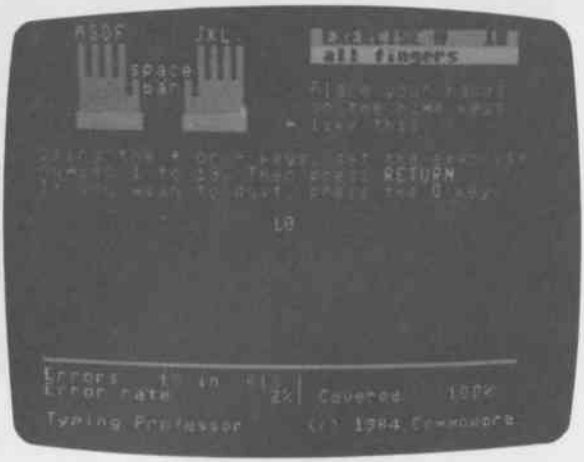
The nineteen exercises include practice with letter combinations, words, and sentences. In exercises 1-9, each drill is presented two times with the keyboard shown and the appropriate letter flashing, two times with only the keyboard shown, and two times with no keyboard visible. Exercises 10-19 offer a special challenge with no keyboard shown.

Loading the Desired Exercise

At the first exercise screen you have the option to start with the first exercise or choose another. If you wish to begin with exercise 1, press any key to start your typing exercise.

If you wish to start with another exercise, press the asterisk (*) once. The screen then indicates that the + or − keys may be used to set the exercise number from 1-19. Press the + key for higher numbered exercises or the − key for lower numbered exercises. Press **RETURN** when the desired exercise appears.

From this screen you also have the option to quit by pressing "Q" (for Quit). If you decide to do this, be careful because pressing "Q" sends the computer back to the start up condition—just like when you first turned your computer on.



After you have chosen an exercise, the program tells you to press any key when you are ready, or press the asterisk (*) if you want to choose another exercise.

We recommend that you diligently work through all the material in order. Do not skip exercises. The asterisk (*) is there only for your convenience to:

- repeat an exercise (pressing the * less than 3 times, then pressing any other key, takes you back to the beginning of the line you were typing)
- scan the contents and instructions
- move to another exercise if you picked one in error
- let someone else use another exercise

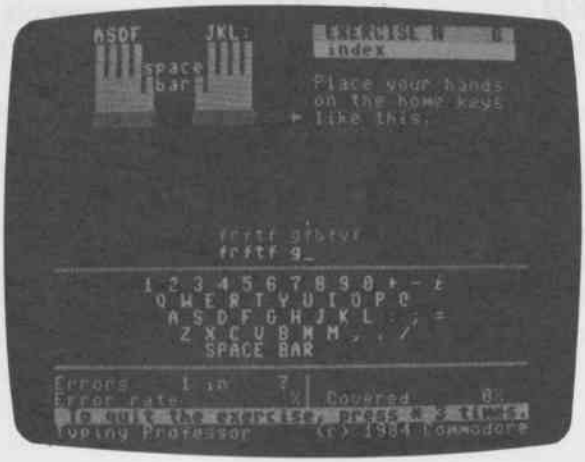
If at any time you would like to stop working on a particular exercise or choose another exercise, this may be done by pressing the asterisk (*) three times. This ends the lesson at that point and suggests lessons to review. From that point, you can press the asterisk (*), a fourth time, to choose another lesson.

Using the Exercises

When an exercise has been chosen, notice a picture of hands on the left of the screen. Above each finger the home row keys are shown. Below the picture, directions are given. It is essential that the typist follows all directions given on the screen.

The computer gives letter combinations, words, and sentences in blue for you to type. In addition, a flashing block over the letter on the keyboard picture shows where the desired key is located and where to reach (up or down), if necessary. When a key is to be shifted, a block saying SHIFT will appear. That means to hold down the right or left SHIFT key as you are typing that key. Your job is to type the appropriate letter. The letters you type appear in white.

If an incorrect key is pressed, a dot appears above the blue letter to indicate that a mistake has been made. Regardless of how many times a letter is typed mistakenly, it is counted as just one mistake. You are not permitted to proceed, however, until the correct letter is typed.



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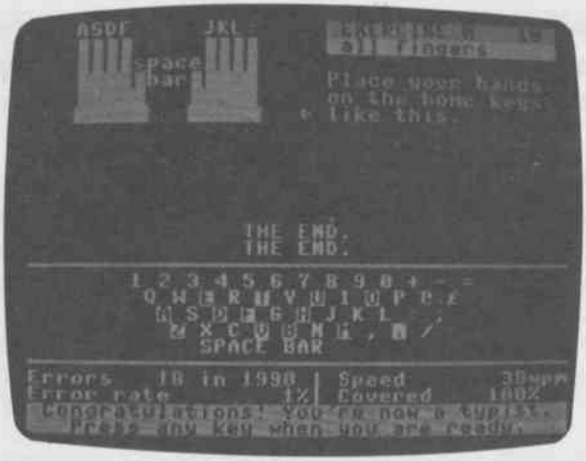
A report of errors is shown at the bottom of the screen. Throughout the exercises it gives the following information:

ERRORS (number of errors)	This number represents the number of keys that were typed incorrectly. The program only counts an error once even if it has been typed incorrectly many times.
IN (number of keystrokes)	This number represents a running total of the number of keys the program presented to be typed. For example, in the word "fun" three keys were presented, so each time you type a correct keystroke, 1 is added to the number after IN.
ERROR RATE (percentage of errors)	The computer calculates the percentage of errors made. The percentage is rounded to the next largest number.
COVERED (% of exercise covered)	This number represents the percentage of the exercise that the typist has completed.

For exercises 17 and 19, speed is also calculated. Typing speed is reported in the form of words per minute. Your speed is calculated by using this formula:

$$\frac{\text{\# keystrokes/6}}{\text{time in minutes}} = \text{words/minute}$$



Plus/4

The typing speed and the number of errors are calculated separately. You may be typing very fast and think that it is great, but always pay attention to how many errors you are making. Fast typing with lots of errors is not desirable and should be improved. The goal is to learn to type fast with relatively few errors. Even typing slowly with a few or no errors is better than typing quickly but poorly. NEVER give up quality for quantity!

If you have many errors in a particular exercise, the computer encourages practicing this exercise again or it may encourage you to go to an earlier exercise that practices the necessary keys. Remember, however, you and the computer are working together. If you do not feel comfortable with any exercise chosen, press the asterisk (*) anytime, in order to go to a different exercise. It is, however, usually a good idea to follow the computer's suggestions. It is programmed to get you typing at your best. Remember, practice makes perfect!

In the chart below, error rates are given. These are the highest error rates you are allowed before the computer suggests that you repeat the exercise or go back to an earlier exercise. For example, if you have completed all of exercise 2 and have a 5% error rate, the computer encourages you to try that exercise again. If, on the other hand, you only have a 2% error rate in exercise 2, the computer will send you on to exercise 3.

The following is a list of acceptable error rates when you have completed 100% of the lesson:

ERROR RATES

Lessons 1-5	4% error rate
Lessons 6-9	3% error rate
Lessons 10-15	2% error rate
Lessons 16-19	1% error rate

The timed exercises (17 and 19) continue for several minutes; however, you may stop at any time and receive accurate results about your progress. For example, a timer may be set for three minutes and the score checked at the end of that time. Press the asterisk (*) three times to quit and check your score. Exercise 17 is provided to let you become familiar with speed. In exercise 19 you are actually tested on your speed. The computer may ask you to repeat this exercise if the speed is not 35 words per minute or if the errors are more than 1%. You must type 35 words per minute AND have an error rate less than 1% for the computer to be satisfied. Typing Professor wants your best—quality AND quantity!

WHEN YOU SIT AT YOUR COMMODORE COMPUTER TO LEARN HOW TO TYPE, REMEMBER:

You are going to learn the keys by "touch or feel," not by looking at them.

GOOD TYPING HABITS

- Sit up straight in the center of your chair.
- Put your feet flat on the floor.
- Place your little finger of your left hand on "A", your next finger on "S", next finger on "D", and your index finger on "F".
  Place your little finger of your right hand on ":", your next finger on "L", next finger on "K", and your index finger on "J".
  Note the "G" and "H" keys in the Home Row should not have any finger placed on them.
- Your fingers are now on the Home Row Keys.
- Slightly raise your wrists so they do not touch the table or computer.
- Bend your fingers so that you will be typing on the ends of them.

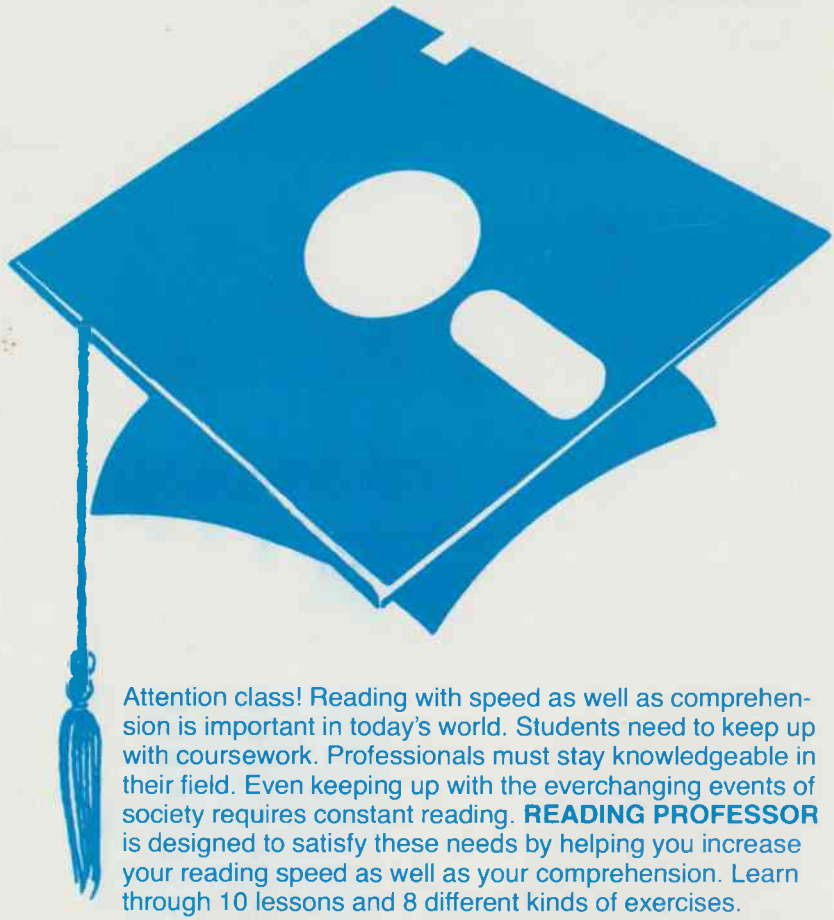
FINDING OTHER KEYS

- Always start to type with your fingers in the Home Row position.
- To reach other keys, start from the Home Row position. For example, with the middle finger of your left hand on the "D" key, reach up to strike the "E" key.
- If you learn to reach from the Home Row position you will rarely make an error or have to look back at the keyboard to find a key.

WHEN YOU BEGIN TYPING

- Always check to be sure your hands are in the Home Row position before starting to type.
- Type with light, sharp strokes for speed and accuracy.
- CONCENTRATE on keeping your eyes on your drill or composition.
- To develop good typing speed, do not let your eyes watch your hands type.
- THINK where each letter is; do not look to see the keyboard.

READING PROFESSOR



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